

**STATE OF CONNECTICUT
THE DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY**

SOCIAL SERVICES DIRECTOR OF INTERNAL AUDIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 14, 2011

Closing Date: November 22, 2011

The Department of Social Services is currently accepting applications for one (1) Social Services Director of Internal Audit in the Quality Assurance Division, located in Hartford, Central Office.

Open To: The Public

Position: Social Services Director of Internal Audit
Position Number 95178

Bargaining Unit: Managerial

Salary Range: \$88,505 - \$113,525 (MP-67)

Location: 25 Sigourney Street, Hartford, CT 06106

PURPOSE OF CLASS: In the Department of Social Services this class is accountable for overseeing the Internal Audit and Provider Audit Units.

EXAMPLES OF DUTIES: Directs the provider audit process; analyzes comprehensive reports; develops and initiates administrative sanctions of providers; recommends corrective action for cited deficiencies; oversees Single State Audit compliance requirements; represents state during federal reviews; appeals findings to federal, regional or national arbitrator; maintains contacts and develops agency replies with regards to audits performed by Auditor of Public Accounts and federal agencies; investigates irregularities or abuses of funds and/or property to determine required improvements or changes to be made to internal controls; assures confidential data is not accessed for personal purposes.

Preferred experience: experience directing a staff of auditors; knowledge of the Medicaid reimbursement system; knowledge of the regulations governing the Connecticut Medical Assistance Programs. Experience ensuring the integrity of health care programs is beneficial.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of auditing and accounting; considerable knowledge of organizational analysis; knowledge of financial examination procedures; some knowledge of data processing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare comprehensive reports.

EXPERIENCE AND TRAINING:

General Experience: Nine (9) years of experience in a combination of management and financial analysis in a large business or public service organization

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity.

Note: For State Employees, this is interpreted to be at the level of Supervising Accountant or Supervising Accounts Examiner.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting, business administration, finance, public administration or in a closely related field may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENT:

Candidates must possess and submit a copy of the document that certifies that they are either a Certified Public Account or a Certified Public Auditor.

Note: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS . When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications.

Forward completed applications to:

Maria Taylor, Principal HR Specialist
Department of Social Services
Human Resources Division-12th Floor
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, NOVEMBER 22, 2011, CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.